



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

10/3/14

Cheyenne Pedroza
2819 Correctionville Rd
Sioux City, Iowa

Dear Child Care Provider,

This letter is in regards to the 9/29/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. **Please post emergency and disaster plans.**

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas. **Post a floor plan of the home with the exits clearly marked. Please pay particular attention to how you would get the children into the basement in the event of a tornado. The door to the basement is in the floor and requires that it be lifted up—the stairs are steep and would be difficult to navigate. Have you practiced getting all of the children in the basement or do you have an alternative safe place to go?**

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. **Please keep documentation of these required drills.**

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor. **You will need to get a larger fire extinguisher.**

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. **You must keep documentation of the monthly testing.**

[Type text]

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. **Please get a copy of your pet exam and mail to me.**

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies. **Please include this information in your policy.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. **Make sure your physical is current. They are good for 3 years. You indicated that you have this but it was in a bedroom where a child was sleeping.**

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) **Please copy your certificate and mail back to me.**

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place. **You need to post your registration.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains: **Please set up separate files for each child and make sure all of the required information is contained in the file.**

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. **You will need to update all of the files and make sure that medical consent form is signed and in each child's file.**

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. **Please get this information from the parents as soon as possible.**

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

[Type text]

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. **Check all of the files and have the parents provide the immunization certificate as soon as possible.**

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.** I encourage you to contact Resource and Referral for assistance in coming into compliance with the regulations. Their contact information is at the end of this notice.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 10/30/14

X _____
Signature Date

Please do not hesitate to contact me at DHS at 712-255-2913 ex 2106 if you have any questions regarding this letter.

Sincerely,

Connie Bratkiewicz
Social Worker II

Supervisor

Always Remember:

[Type text]

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **712-541-3314**.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).